

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 29/2015  
**OPENING DATE:** 08/13/15  
**CLOSING DATE:** 09/02/15  
**POSITION TITLE:** COMMUNICATION AND RECORDS MANAGEMENT SPECIALIST, FSN-7  
**SALARY:** KZT 2,978,668 p.a. (starting gross salary per year)  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

**MAJOR DUTIES:** Under the general supervision from the Executive Management Specialist the incumbent is responsible for the overall management of the Communications and Records Program: 1) administers and maintains the filing system for USAID/Central Asia and USAID/Kyrgyz Republic; 2) establishes procedures for the destruction of records, and for the retention, storage, retirement, and archiving of documents; 3) assists and directs the record management activities of Files Custodians/Administrative Assistants in each Mission section; 4) reviews files in temporary storage, and advises File Custodians when destruction dates arrive, obtains Team Leader's approval for disposal, and coordinates actual disposal; 5) retrieves records upon request, responds to requests for information, researches files, and provides assistance to the Mission staff; 6) ensures that all official records are categorized properly; 7) receives, logs, and distributes to the mission USAID directive transmittals, transmittal sheets, and transmittal check-list sheets; 8) coordinates and manages the Vital Records Program in the mission and ensures compliance with USAID/Washington regulations; 9) trains the Mission's file custodians and administrative staff in proper classification, maintenance and disposition of records and files in accordance with procedures, regulations and the Mission File Plan; 10) conducts surveys on records maintenance and disposition practices in USAID offices; 11) is responsible for development and management of information databases on contacts and correspondence tracking; 12) maintains in order and up-to-date references and links to directives, Mission Orders, and other basic administrative and programmatic documentation; 13) ensures that all USAID/Washington Agency Notices are distributed throughout the Mission; 14) manages the receipt and processing of incoming unclassified telegrams, letters, memos, faxes, directives and other correspondence; 15) provides centralized document management/distribution/production for bulk printing, photocopying and binding of documents; 16) reviews monthly cell phone bills and submits reviewed invoices for payment; 17) is responsible for the planning, analysis, maintenance and management of USAID/Central Asia Intranet website; 18) performs other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

- **Education, Skills and Experience (60%):** At least two years of full time post-secondary study at university. Minimum three years of administrative experience including management of information resources, maintenance of electronic records management systems, and/or general office management. Knowledge of information and records management techniques. Knowledge of host country mail courier system, and laws/regulations pertaining to mail/pouch submissions. Ability to retrieve the required information, files and other material from records depositories in the Mission and the United States. Proficiency in using MS Office Suite, and ability to organize electronic folders in shared drives. Ability to learn and utilize new Agency website technologies.

- **Teamwork/Interpersonal and Communication Skills (30%):** Ability to lead and direct communications and records management functions. Ability to train employees on records and correspondence management processes, techniques and methods. Ability to communicate clearly, concisely and effectively with all levels of personnel.

- **Language Skills (10%):** Fluent knowledge (Level IV) of both written and spoken English and Russian.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received by **COB Wednesday, September 2, 2015** via e-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) (preferred), fax: 7-727-2507634 or mail to the Executive Office (EXO)/Personnel, USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. A copy of the Position Description is available in EXO/Personnel (tel.: 7-727-2507612/17, ext. 6353).

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.